

PROJECT OVERSIGHT REPORT

Digital Archives Project – Office of the Secretary of State
(OSOS)

Report as of Date:
October 2004

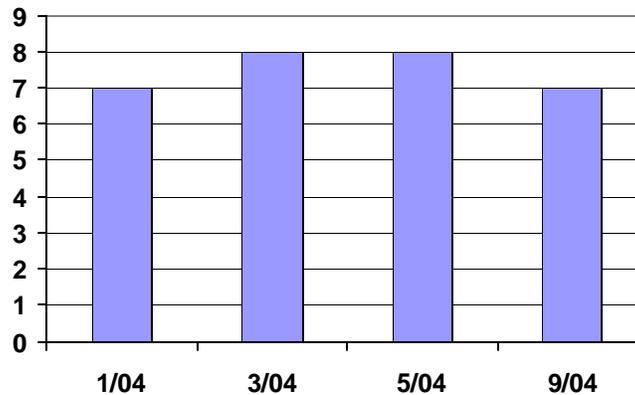
Executive Sponsor: Steve Excell
Project Director: Adam Jansen

MOSTD Staff: David Koch

Severity/Risk: High (High severity, high risk)

Oversight: Level 3 - ISB

Overall Project Risk Assessment



Staff Recommendations: ISB staff recommend that the Office of the Secretary of State (OSOS) begin stakeholder work with state agencies and other stakeholders to make modifications to Washington Administrative Code (WAC) 434 pertaining to electronic records.

Variances:

- Schedule: None. Development is scheduled to be completed by December 31st, 2004 with a full production capability. Rollout is scheduled for 2005.
- Budget/Cost: Slightly under original budget estimate. At this point expenditures for development are 98% obligated, \$2,484,056.
- Scope: None
- Resources: Modifications to WAC 434 are required. Chapter 660 of WAC 434 specifies standards for accuracy, durability and permanence of public records. This chapter will require modification to set standards for submission and storage of electronic records. Without resolution of the WAC definitions stakeholder acceptance will be difficult to attain.

Risks/Mitigation:

1. Resources

The project will require the modification of WAC 434-660 to ensure understanding of electronic records submission and storage requirements by all state agencies. This effort has been dormant for approximately one year, but is expected to continue once the technical solution is completed.

Mitigation Tasks

- The DIS Customer Advisory Board has a subcommittee prepared to resume work with OSOS and state agencies to review WAC requirements.
- OSOS will strengthen contacts and participation with stakeholders.

Background Information

Description: For over four years OSOS has been seeking a system to capture the increasing number of electronic records. Technology at the beginning of this search was lacking in all that is necessary to make digital archiving possible. OSOS has continued to monitor technology improvements. A feasibility study of existing alternatives for digital archiving has been completed. OSOS submitted an Investment Plan to the ISB for approval. While the Digital Archives Project has been determined to be a Level 2 project based on the severity/risk analysis conducted by DIS/MOST and the project staff at OSOS, the project requires Board approval since it was designated a "Proviso 902" project in the state budget.

The agency began strategic planning for the Digital Archives in March 2000, when the project first appeared in the agency's Information Technology Portfolio. Planning for the physical design and technical infrastructure of the facility occurred during calendar year 2002. The state's 2001-2003 Capital Budget (SSB 6155) authorized the Secretary of State to enter into a financing contract for the construction. Early site work for the facility in Cheney, Washington began July 2002 with construction beginning January 2003. This facility will serve as the physical "hub" for the Digital Archives and was completed in May 2004. This two-story facility will house both the Eastern Washington Regional Archives (traditional paper archives) as well as the Digital Archives serving both state and local government agencies.

Concurrently, research began on the programmatic and technological aspects of the Digital Archives. Project team members made site visits to the National Archives and the Library of Congress. OSOS developed a strategic plan that included extensive involvement of staff, executive management and external stakeholders. The State's 2001-2003 Capital Budget also authorized some financing authority for the Office of the Secretary of State for the purchase of technology equipment and software for the Digital Archives. That authority was contingent on completion of a feasibility study for the project's technology and subsequent approval by the ISB.

In March 2003, OSOS hired GlassHouse Technologies, Inc., a vendor-neutral technology firm with specific expertise in mass storage architecture, to assist the agency with assessing the technical feasibility of the project, testing proof-of-concept, determining system requirements, designing the system architecture and working with the agency to develop cost estimates. That work was completed in June 2003. GlassHouse was subsequently retained for external quality assurance.

Budget/Costs: The project is slightly under budget.

Budget/Cost:

Implementation/development costs/rollout (4 years, 2003-2006):	\$3.6 million
Life Cycle Maintenance costs (5 years, 2007-2011):	<u>\$6.6 million</u>

Total cost: **\$10.2 million**